



VILLAGE REVIEW AREA SIDEWALK/A-FRAME SIGNS P-2(C)

[Development Services](#)

Planning Division
1635 Faraday Avenue
760-602-4610
www.carlsbadca.gov

- ***Village Review Area Sidewalk Signs:*** This application is to be used for processing requests for freestanding signs to be placed on the public sidewalks in the Village Review Area only. Applicants should review the attached "Location and Development Criteria" to determine whether or not they are eligible for an administrative sidewalk sign permit before completing and submitting this application form.

The following represents the procedures which have been set forth for processing this administrative permit application:

1. The applicant may meet with Planning Division staff for conceptual review.
2. The applicant submits the permit application and appropriate exhibits to the Planning Division with a check made payable to the "City of Carlsbad" in the amount specified for the Village Review Area Sidewalk Sign Permit on the most recently adopted fee schedule. Note: If you have an approved permit for a sidewalk sign at the same location at the time you submit this application, provide a copy and then you will be exempted from payment of the fee.
3. The application is reviewed for completeness by the Planning Division.
4. If the application is deemed complete, processing continues for action by the City Planner. For an application to be deemed complete, the application must be completed in its entirety (no blanks), all requested signatures must be provided on the application and all attachments must be submitted with the application.
5. If the application is not complete, the applicant is notified of the information required to deem the application complete.
6. If the permit is approved, a letter will be forwarded to the applicant from the Planning Division. Upon receipt of the approval letter, the applicant may proceed with placement of the sign on the public sidewalk.
7. If the permit is denied, the applicant may appeal the decision to the Planning Commission within ten (10) calendar days of the decision by the City Planner.

A proposed project requiring multiple applications must be submitted prior to 3:30 p.m. A proposed project requiring only one application must be submitted prior to 4:00 p.m.

If you have any questions regarding application submittal requirements (i.e., clarification regarding a specific requirement or whether all requirements are necessary for your particular application) please call (760) 602-4610.

The following supplemental information must accompany the completed application:

- I. **SITE PLAN** – Three (3) copies of a site plan. The site plan shall include the following information:
 - ☐ a. Name and address of Village Area business and sign maker.
 - ☐ b. Location and dimension of proposed sidewalk sign.
 - ☐ c. Sidewalk dimensions in front of business.

- ☐d. Location and dimension of business building, including locations of, and dimensions of, entrances and exits to and from building.
 - ☐e. Location and dimensions of existing parking areas, points of vehicular access to the property/business, curb cuts providing handicap accessibility to sidewalk
 - ☐f. North arrow and scale for plans.
 - ☐g. Three (3) copies of building elevations which clearly reflect the location and total amount of existing signage on the business building or property. These plans must clearly reflect the size and type of each sign on the existing business building or property and the existing sign copy. The building elevations should identify any existing signage which will be removed if the permit for the sidewalk sign is approved.
- II. ☐ Applicant/permittee must sign an Indemnification Statement holding the City of Carlsbad harmless from any legal action resulting from the placement of a sidewalk sign within the public right-of-way.
- III. ☐ The applicant/permittee must submit a Certificate of Insurance to the City of Carlsbad in the amount of \$1 million. The City of Carlsbad shall be listed as "additional insured" on the Certificate. The Certificate must remain in effect for as long as the sidewalk sign is placed within the public right-of-way.

Location and Development Criteria

1. No sign shall be placed in such a way as to interfere with pedestrian or vehicular sight lines or corner clear zone requirements as specified by the City.
2. No sign shall be placed in such a way as to obstruct access to a public sidewalk, public street, driveway, parking space, fire door, fire escape, handicapped access or in such a way that it obstructs free passage over any public right-of-way.
3. Signs shall not obscure or interfere with the effectiveness of any official notice or public safety device. Signs shall not simulate in color or design a traffic sign or signal, or make use of words, symbols or characters in such a manner as may confuse pedestrian or vehicular traffic.
4. Signs shall be located directly in front of the building/business to which they relate. (Example, if your building fronts on Oak Street, you may not place your sign on Carlsbad Boulevard; it must be placed on Oak Street **directly** in front of your business building.)
5. A clear area of at least five feet (5') in width must be maintained for pedestrian use over the entire length of the sidewalk in front of the business.
6. The applicant for a Sidewalk Sign Permit must sign an Indemnification Statement holding the City of Carlsbad harmless from any legal action resulting from placement of the sign on the public sidewalk. This statement has been included on the required application for a permit.
7. Insurance shall be required naming the City of Carlsbad as additionally insured. The amount of the insurance required shall be \$1 million, as established by the Risk Manager for the City. A Certificate of Insurance must be submitted to the City and remain in effect for as long as the sidewalk sign remains in the public right-of-way.
8. All existing building signage for a business must conform to the sign standards set forth within the Village Master Plan and Design Manual before a permit will be approved for the sidewalk sign.
9. The maximum sign size permitted is 3 feet wide by 5 feet high. A maximum of two (2) faces are allowed per sign. Sign faces shall be back to back. The changeable text area shall not occupy more than 50% of the total sign face. No paper or non-rigid changeable areas are acceptable.
10. The sign shall be made of durable material such as medium density overlay plywood or similar wood-like material which can withstand the weather. No glass, breakable materials or illumination shall be allowed. Every sign shall be manufactured, assembled and erected in compliance with all applicable state, federal, and city regulations and the Uniform Building Code.

11. The sign shall be produced in a manner which is professional in quality such as that demonstrated by an experienced business sign maker.
12. The sign shall be displayed during business hours only. Signs shall not remain on the sidewalk during non-business hours.
13. The sign must be self-supporting, stable and weighted or constructed to withstand being overturned by wind or contact. The sign shall not be permanently affixed to any object, structure or the ground including utility poles, light poles, trees or any merchandise or products displayed outside permanent buildings.
14. Every sign and all parts, portions and materials shall be kept in good repair. The signs shall be stable. The display surface shall be kept clean, neatly painted, and free from rust and corrosion. Any cracked, broken surfaces, missing sign copy or other unmaintained or damaged portion of a sign shall be repaired or replaced or removed within thirty (30) calendar days following notification by the City.
15. Every sign shall have a smooth surface, free of protruding tacks, nails and/or wires.

Note: The sidewalk sign shall not count as part of the total signage permitted for a given building or business, as long as it is consistent with the standards set forth within the Village Master Plan and Design Manual.